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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief, Plans and Research Staff      DATE: 30 December 1953

FROM : Chief, Intelligence Training Division

SUBJECT: Weekly Activities Report - 18 December through 29 December.

I. NEW ACTIVITIES

1. There are fifty-one trainees enrolled for BIC(I) #16 which will open on January 4th.

2. A selected reading list prepared for students intending to take the DD/A Intelligence Refresher Course No. I has been distributed to the DD/A Training Liaison Officers. This course is scheduled to start on January 19th.

II. OLD ACTIVITIES

Nothing to report.

III. PERSONNEL

1. I have been notified by the DD/A that I have been nominated to the Civil Service Commission's Security Hearing Board Roster. From his letter this may entail attendance at Hearings both within the Agency and in other government departments.

2. [redacted] a Clerk-Typist of this Division, visited [redacted] on ~~January~~ December 29th to be considered for an assignment there. She is interested in working there if a suitable position is found.



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